



**TOWN OF FRAMINGHAM
MASSACHUSETTS**

**RFP#16-03
November 30, 2015**

**NOTICE OF VACANCY
November 30, 2015**

POSITION: Programmer/Analyst

DEPARTMENT: Technology Services

SALARY: PR5 \$61,782 - \$65,551

HOURS: Monday – Friday 8:30am to 5:00pm

Statement of Duties: The Programmer/Analyst is responsible for assisting with the analysis, design, development, implementation and support of systems that store the Town's financial, public safety dispatch records, personnel records, and digital documentation archive functions across all Town departments. Employee is required to perform all similar or related duties.

Supervision Required: Under the general supervision of the Manager of Data Services, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides instruction for new or unusual assignments. Supervisor reviews work to remain aware of progress, work methods used, and technical accuracy.

Confidentiality: Employee has regular access to confidential information such as employee records in accordance with the State Public Records law such as client and department records.

Supervisory Responsibility: The employee, as a regular part of the job is not required to supervise any town employees.

Judgment: The work requires the employee to examine, analyze, and evaluate facts and circumstances surrounding individual problems, situations, or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices, and precedents, which may be complex or conflicting, at times. Independent judgment is used in analyzing specific situations to determine appropriate actions. Employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision making.

Complexity: The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data to determine the most effective method(s) to accomplish the work.

Work Environment: The work environment involves everyday discomforts typical of an office setting. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant.

Nature of Public Contacts: Relationships are primarily with co-workers and vendors doing business with the Town. The employee serves as the recognized authority of the Town in matters of considerable importance, including departmental practices, procedures, regulations or guidelines. The employee may be required to discuss controversial matters where tact is required to obtain cooperation.

Accountability: Consequences of errors, missed deadlines or poor judgment could result in excessive labor/material costs, adverse public relations, jeopardize programs, danger to public safety, or adverse public relations to the Town.

Occupational Risks: Duties generally do not present occupational risk to the employee. Personal injury could occur, however, through the employee's failure to properly follow safety precautions or procedures. Examples of injury include bruises from falls, cuts or burns, or muscular strains from lifting or carrying office equipment such as personal computers, servers and/or monitors.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Develops web applications for both citizen and inter-departmental use.
2. Creates reports using SQL reporting tools.
3. Manages data integration and migration.
4. Assists in identifying new developments in database management hardware and software technology.
5. Establishes and promotes data management standards including procedures and standards for maintaining operations, and securing access to sensitive information Town-wide.
6. Provides support and training to employees on various technical applications and support tools.
7. Provides back-up support for Manager of Data Services.
8. Develops and implements various software applications for department and community usage.

Recommended Minimum Qualifications:

Education and Experience: Bachelor's degree in computer science or a related field; one to three (1-3) years' experience; previous experience with software applications support and development, or any combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements:

Knowledge, Abilities and Skill

Knowledge: Thorough knowledge of SQL database creation, maintenance and reporting. Knowledge of the operations of Town departments is advantageous. Experience with SQL report writing tools such as Crystal Reports or SRSS. Thorough knowledge of programming languages, C# and JavaScript preferred.

Abilities: Ability to develop effective working relationships with department personnel; ability to express oneself clearly and concisely orally and in writing. Ability to turn descriptions of operational needs from lay persons into support training programs and written procedures.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Skills:

Little or no physical demands are required to perform work assignments. The employee is frequently required to lift, push or carry objects such as office equipment, personal computers and/or computer monitors.

Motor Skills:

Duties are largely mental rather than physical, but the job may occasionally require the application of hand, eye coordination to perform activities such as operating a personal computer.

Visual Skills:

Visual demands require the employee to routinely read documents and computer screens for general understanding and for analytical purposes.

Please visit our website:

<https://ess.framinghamma.gov/MSS/employmentopportunities/default.aspx>

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